



Northside Manufacturing Inc

HR Manager (Bilingual English/Spanish)

Industrial Manufacturing

Riverside, CA · northsidemfg.com

Full-Time

In Office

\$110,000 – \$125,000

Senior Level



COMPANY INFORMATION

COMPANY OVERVIEW

Visible

KEY CONTACT

M. Delgado, President & CEO

COMPANY SIZE

~240 employees

ESTIMATED REVENUE

\$40M – \$60M

YEAR FOUNDED

2004

HEADQUARTERS

1450 W. Foothill Blvd, Riverside, CA 92501

ADDITIONAL LOCATIONS

Not listed

SALARY RANGE

\$110,000 – \$125,000

INDUSTRY

Industrial Manufacturing

VISA SPONSOR

No

PRE-EMPLOYMENT CHECKS

Background Check: Required, Drug Screen: Required, Employment Verification: Required

ABOUT THE COMPANY

Visible

Northside Manufacturing is a family-owned industrial components manufacturer headquartered in Riverside, CA, producing precision-machined parts and assemblies for aerospace, heavy equipment and food processing customers. Founded in 2004, the company has built a reputation for tight tolerances and dependable delivery.

With around 240 employees and a 60,000 sq ft facility running two shifts, Northside Manufacturing is growing and investing in its people. The company is committed to professionalizing its HR function and

rebuilding a strong, positive workplace culture on the plant floor.

COMPANY HIGHLIGHTS

Visible

- **Entrepreneurial, Fast-Paced Environment:** Thrive in a hands-on culture that rewards initiative and creative problem-solving. At Northside Manufacturing every day is a chance to make a real, visible impact on a growing manufacturer.
- **Work-Life Balance:** Enjoy predictable on-site schedules and supportive policies that respect your time, so you can do great work and still be present for the people and things that matter most.
- **Growth Opportunities:** Step onto clear pathways for advancement at a company that promotes from within. Many leaders here started on the floor, and your next role can be built right where you are.
- **Diversity and Inclusion:** Be part of a bilingual, multicultural team where your voice is valued and everyone is welcomed and empowered to bring their full perspective to the work.
- **Family-Friendly Culture:** Join a workplace that treats people like family, with generous parental leave, flexible return-to-work options, and teammates who genuinely support one another at work and at home.
- **Competitive Compensation and Benefits:** Be rewarded with attractive pay and a comprehensive benefits package across medical, dental, vision, and retirement, so you are well supported for the work you do.
- **Commitment to Professional Development:** Keep growing with access to training, sponsored certifications (SHRM-CP, PHR, OSHA), and leadership development that keep you at the forefront of your field.
- **Innovative Work Environment:** Work with modern tools and systems in a setting that welcomes new ideas, where the way things are done is always open to being done better.
- **Community and Sustainability Focus:** Make a difference on a team invested in responsible manufacturing and in giving back to the communities where you live and work.
- **Tight-Knit Team Atmosphere:** Be part of a close, collaborative team where your contributions are noticed and you work alongside motivated people who take pride in what they build together.

COMPANY BENEFITS

Visible



Medical, Dental & Vision

Medical 50% employer-paid, plus dental & vision



Life Insurance

Company-paid life and AD&D insurance



401(k) Retirement

Company match up to 4% of annual salary



PTO (2 weeks)

Two weeks paid time off, plus paid holidays



10 Paid Holidays

Major US holidays observed



Parental Leave (12 weeks)

Paid leave for all new parents



Bonus Programs

Quarterly performance and annual profit-sharing



JOB INFORMATION

JOB OVERVIEW

Visible

INTERNAL JOB REFERENCE

NM-2026-HR-001

JOB TYPE

Full-Time

WORK SETTING

In Office

JOB FUNCTION

Human Resources

CLASSIFICATION

Exempt

LEVEL

Senior

YEARS OF EXPERIENCE

5+ years

COMPENSATION

\$110,000 – \$125,000

POSITION OVERVIEW

Visible

As our HR Manager, you won't just fill a seat, you'll rebuild the culture and own every people process on the floor. You'll be the go-to person for payroll, compliance, employee relations, and engagement, helping a ~240-person plant run smoothly and trust its leaders. This role is ideal for a hands-on, bilingual HR leader who thrives in a fast-paced manufacturing environment and is ready to professionalize HR from the ground up.

KEY REQUIREMENTS

Visible

KEY REQUIREMENTS

8 of 8 max

- ✓ Bilingual English/Spanish with strong floor presence and clear written comms
- ✓ 5–7+ years HR generalist/manager experience in manufacturing or light industrial
- ✓ Hands-on end-to-end payroll ownership (5+ years; off-cycles, GL mapping/exports, audits, year-end)
- ✓ Working knowledge of California employment law (wage/hour, meal/rest, leaves, separations)

- ✓ Safety & workers' comp experience (incident response, modified duty/RTW, carrier coordination)
- ✓ Culture building (events, recognition, manager enablement, internal comms)
- ✓ Proven ability to run clean HR ops (payroll accuracy, benefits admin, I-9/files, compliance)
- ✓ Emotional intelligence, conflict resolution, and influence without authority

NICE TO HAVE REQUIREMENTS

Visible

NICE TO HAVE 3 of 5 max

- + SHRM-CP, PHR or equivalent HR certification
- + Experience standing up an HRIS or migrating payroll systems
- + Lean or continuous-improvement exposure in a plant environment

Nice to have's add points when a candidate has them. Unlike Key Requirements, a missing one never caps the score.

SOFTWARE & SYSTEMS

Visible

Major HRIS (payroll & timekeeping)

OSHA logs, WVPP documentation

Bilingual internal communications

Microsoft Office

WORK TRAITS & SOFT SKILLS

Visible

Looking for a hands-on HR leader with high EQ who is dependable and can work independently. Needs to communicate clearly and bilingually with both office and production teams. Resolve conflict with influence, act with professionalism and confidentiality, and stay calm under pressure.

IDEAL CANDIDATE PROFILE

Visible

The ideal candidate is a hands-on, bilingual HR professional with 5–7 years of progressive experience who has run full-cycle HR and owned end-to-end payroll in a ~240-person manufacturing or light-industrial company. They know California employment law, have administered leaves and managed safety and workers' comp, and are comfortable on the plant floor. They communicate clearly in English and Spanish with both office and production teams, bring high EQ and calm professionalism under pressure, and are genuinely excited about building HR and culture from the ground up rather than just maintaining them.

INTERVIEW PROCESS

Visible

● ROUND 1 Virtual Interview

45-minute virtual interview

MEETING WITH

M. Delgado President & CEO

ROUND 2 On-Site Panel

1.5-hour on-site panel interview

MEETING WITH

M. Delgado President & CEO

R. Okafor Controller



JOB DESCRIPTION

HR Manager (Bilingual English/Spanish)

KEY RESPONSIBILITIES

- Run full-cycle HR for a ~240-person manufacturing plant, reporting to the President
- Own end-to-end payroll and administer benefits and open enrollment
- Lead employee relations and investigations, building trust across teams
- Ensure California employment-law compliance (wage/hour, meal/rest, separations)
- Administer leaves start to finish (CFRA / FMLA / PDL / PFL)
- Own safety, workers' comp, OSHA 300/300A logs, and a WVPP
- Build culture and engagement programs that rebuild trust on the floor

REQUIREMENTS

- Bilingual English/Spanish
- 5–7+ years HR generalist/manager experience in manufacturing or light-industrial
- Hands-on end-to-end payroll ownership in a major HRIS
- Working knowledge of California employment law
- Safety and workers' comp experience
- Strong EQ, conflict resolution, and influence

COMPENSATION & BENEFITS

Salary: \$110,000 – \$125,000 depending on experience

- Medical, Dental & Vision
- 401(k) with 4% employer match
- 15+ days PTO
- Performance bonuses

REASONS TO JOIN

- Own the people function as a stand-alone HR leader, with the President's full support
- Build HR and culture from the ground up, not just maintain them
- Hands-on impact across a tight-knit ~240-person plant with high autonomy
- Competitive compensation with full benefits from day one